

## Theatre Arts Summer Apprentice (High School Juniors & Seniors)

**OPENING DATE:** March 21, 2005

**CLOSING DATE:** April 15, 2005, or until the needs of the City are met.

**ESSENTIAL JOB  
FUNCTIONS:**

- Assist in providing theatre arts activities to children, ages 7-13.
- Assist with preparation for classes and for end-of-session performances for families and the public.
- Collaborate with program team to plan and safely to conduct age-appropriate activities.
- Apply and reinforce proactive classroom management strategies for working with participants and volunteers.
- Assist with supervising youth participants.
- Assist in maintaining teaching space, reporting problems, cleaning, and ensuring safety.
- Assist with preparing teaching area: lifting and carrying tables, chairs, teaching equipment, and audio/visual equipment.
- Attend team meetings and preparation sessions.

**HOURLY WAGE:** \$8 per hour; 22-25 hrs/week

**EXPERIENCE  
AND TRAINING:** Coursework and participation in theatre/drama programs is desirable.  
Related volunteer experience preferred.

**APPLICANT  
REQUIREMENTS:** Must currently be a junior or senior student at a high school serving the Tempe community or home school equivalent. Must have reliable transportation. Must be able to attend pre-session training meeting. Must be able to work **both sessions** on all dates and times listed below.

Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.

**APPRENTICE SCHEDULE:**

**Presession:** Team meeting in May TBA;  
June 1, 2, and 3 from 9 a.m. to 5 p.m.

**Session I:** 4 weeks: June 6- June 30, 2005  
Mondays-Thursdays, 7:30 a.m. – 1:00 p.m.  
Assist with performance on Thurs. June 30, 6-9 p.m.

**Session II:** 4 weeks: July 5- July 28, 2004  
Mondays-Thursdays, 7:30 a.m. – 1:00 p.m.  
Assist with performance on Thurs. July 28, 6-9 p.m.

**Postsession  
Wrapup:** Friday, July 29 from 9 a.m. to 5 p.m.;  
Monday, August 1 from 9 a.m. to noon

Return applications to Cultural Services, Edna Vihel Center for the Arts, 3340 S. Rural Road, Tempe, AZ 85282.

A separate application must be completed for each employment opportunity.

**AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**



# Application For Part-Time Employment—Theatre Apprentice

An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER.

ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION

TITLE OF  
POSITION: \_\_\_\_\_

(Specify type of class)

1. Name: \_\_\_\_\_ 2. Social Security #: \_\_\_\_\_  
Last First Middle In. - -

3. Email: \_\_\_\_\_

4. Address: \_\_\_\_\_  
Street - Apt. # City State Zip Code

5. Phone - Home: \_\_\_\_\_ Cell: \_\_\_\_\_

6. Are you a United States citizen or a legally registered alien? Yes \_\_\_\_ No \_\_\_\_

7. Are you related to any member of the City Council or any City Board or Commission member or any City employee?

Yes \_\_\_\_ No \_\_\_\_ If yes, indicate WORK, RELATIONSHIP AND POSITION: \_\_\_\_\_

In accordance with Rule 3, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law and step), child (in-law and step), or spouse of a regular employee, City Councilmember, Board or Commission member can be hired as a temporary employee, except as a participant in a Cooperative Office Education, Workstudy, or University internship program, or were City of Tempe employees who retired in good standing.

8. Have you ever worked for the City of Tempe? Yes \_\_\_\_ No \_\_\_\_ If yes, WHEN: \_\_\_\_\_ Month/Year

9. Dates available: From \_\_\_\_\_ To \_\_\_\_\_. Specify times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work, i.e. 8am-noon							

10. EDUCATION: Circle highest grade *completed*:

GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12

11. HIGH SCHOOL COURSEWORK: Please list any performing arts classes you have taken, theatre/speech work you have done, and any awards or honors you have won. You may use the back of this sheet if needed.

Name \_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. CERTIFICATION OR REGISTRATION: (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I., etc.)

Current type of certifications: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach copies of current  
certifications to application

### EMPLOYMENT HISTORY:

Indicate your experience in each position beginning with your present or most recent position, including any military and volunteer experience. **Show your entire work history.** The amount of experience and the way you describe it, as it pertains to the position you are seeking, will determine whether or not you are given further consideration for the position. ***You may attach a resume to your application; however, your qualifications will be evaluated solely on this completed application form and supplemental questionnaire(s).***

Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There  
Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No

Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There  
Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No

Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There  
Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No

13. Please list other names you have gone by, so we can verify your previous work experience and/or education:

14. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)? Note: Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are **not** considered minor traffic offenses; furthermore, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes ☐ No ☐ If Yes, give details, including charges, dates, locations, etc. (attach a separate page if necessary): \_\_\_\_\_

It is to your advantage to provide a full disclosure of your record, as convictions do not automatically bar you from employment with the City. **However, failure to admit convictions will result in automatic disqualification from new or continued employment** (tempered by the specific considerations listed in the "Truth in Application Policy" below).

### TRUTH IN APPLICATION POLICY

The City of Tempe places a prime value on integrity. This value applies to all phases of City business. In particular, the City values, and in fact requires, honesty in completing employment applications. This is important to creating a fair process oriented towards selecting the best candidate. Therefore, the City will not tolerate lies or omissions of material fact on employment applications.

The City of Tempe has a "zero tolerance" of untruthfulness in application materials. The City conducts a background check upon hire to verify the information contained in the application. However, at the same time that the City values integrity and truth in applications, it recognizes that people may make mistakes and may learn from them. Therefore, the City's "zero tolerance", as stated in this policy, is tempered by the following considerations:

1. Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.
2. Applicants are not required to report convictions that have been expunged or sealed by a court of law.
3. If misstatements or omissions of material fact are discovered after seven (7) years of the date of an application, they may be grounds for dismissal from City employment, but such dismissal will be considered on a case-by-case basis, weighing the severity of the misstatement/omission against subsequent job performance and its relationship to the job.

**I agree and understand that any deliberate misstatement or omission of material fact on application documents will cause forfeiture on my part of all eligibility to any employment with the City of Tempe, and will cause forfeiture of my job if I am currently employed or become employed by the City of Tempe.**

**My signature on this application form acknowledges my understanding and agreement with the above policy.**

15. I certify that all statements made on all application materials are true and complete. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

SIGNATURE

DATE



Name: \_\_\_\_\_

I hereby authorize the City of Tempe to check my references with the following person: (References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title:

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Relationship to applicant:

Length of time this person has known you:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name: \_\_\_\_\_

I hereby authorize the City of Tempe to check my references with the following person: (References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title:

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Relationship to applicant:

Length of time this person has known you:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

I hereby authorize the City of Tempe to check my references with the following person: (References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title:

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Relationship to applicant:

Length of time this person has known you:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_